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AUTHOR Hengesbach, Theodore W.
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ABSTRACT

The workbook is a step-by-step guide for the person who wishes to begin or return to college. It begins with a questionnaire for exploring one's personal goals for seeking a college degree. It is followed by a checklist of various training programs, skills, and other life experiences through which one may have gained knowledge equivalent to that offered in a college curriculum. A list of procedures for demonstrating college level experiential learning in order to get credit is included. A list of major fields of academic study follows, including ways the study can be carried out. More specific information is provided about Indiana University at South Bend, academic programs available, and the university's external degree programs in general studies. A listing is included of major administrative offices and services at the university, with telephone numbers and office hours. The workbook concludes with a list of questions for an individual to get answered before applying to college. It is suggested that the exercises in the workbook can be the basis for future academic counseling sessions. (MSE)

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Is A College Degree In Your Future?

A workbook for the adult interested in beginning or returning to college

by

Theodore W. Hengesbach, PhD

Division of Continuing Education
Indiana University at South Bend
July 1981

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Introduction

This workbook is a step-by-step guide for the person who wishes to begin or return to college. Often a person in this situation is not sure about what questions to ask in order to get the information needed to make an informed decision. This workbook will help a person to formulate the *right* questions and to begin to gather basic information about college and about college in one's life.

The workbook begins with a *questionnaire* through which a person can explore one's *personal goals* for seeking a college degree. This is followed by a *checklist* of various training programs, skills and other life experiences through which one may have gained knowledge equivalent to what is offered in a college curriculum. Most colleges have procedures which make it possible for persons to *demonstrate* the college level learning they already possess and to receive credit toward a degree. A list of such procedures follows the checklist.

The next step is to consider what general areas of study one may wish to pursue. A list of *major fields of academic study* is provided followed by a list of ways that this study can be carried out.

The workbook then provides more specific information about *Indiana University at South Bend.* There is a list of the *academic programs* available at IUSB and information about the Division of Continuing Education's *External Degree Programs in General Studies* which may have a special relevance to the adult student.

There is a listing of the *major administrative offices and services* available at IUSB with telephone numbers and office hours. The workbook concludes with a list of questions that a person needs to get information about before applying for *admission* to college.

This workbook can be an effective tool used alone or in a small group setting. After the various exercises have been completed it can serve as the basis for future academic counseling sessions.

How does college fit into my life?

1. *Name three goals that you would like to achieve in your lifetime?*

_____

_____

_____

2. *How do these goals relate to your present situation?*

_____

_____

_____

3. *What do you want to be doing in 2 years?* _____

_____

_____

5 years _____

_____

_____

10 years _____

_____

_____

4. *What skills or type of education will you need to acquire in order to reach your above stated goals?*

_____

_____

What kind of skills and knowledge am I bringing to college?

1. Vocational training/skills

A) *Bookkeeping* _____
B) *Sales* _____
C) *Financial Records* _____
D) *Counseling* _____
E) *Interviewing* _____
F) *Teaching* _____
G) *Public Speaking* _____
H) *Public Relations* _____
I) *Business Management* _____
J) *Writing* _____
K) *Editing* _____
L) *Supervision* _____
M) *Nursing* _____
N) *First Aid* _____
O) *Secretarial* _____
P) *Library Skills* _____
Q) *Music or Drama* _____

2. Professional skills in which you feel up-to-date and competent?

A) *Accounting* _____
B) *Business Administration* _____
C) *Education* _____
D) *Law* _____
E) *Library Work* _____
F) *Nursing* _____
G) *Social Work* _____
H) *Other* _____

3. With what kind of groups or organizations have you been involved?

A) *Health Services* _____
B) *Welfare Agencies* _____
C) *Educational Services* _____
D) *Public Library* _____
E) *Political Parties* _____
F) *Aging Populations* _____
G) *Legal Services* _____
H) *Ecology* _____
I) *Consumer Affairs* _____
J) *Museums/Art Galleries* _____
K) *Church Activities* _____
L) *Women's Organization* _____
M) *Correctional Institutions* _____
N) *Other* _____

How might I be able to demonstrate the knowledge that I already possess and perhaps gain credit towards a degree?

_____ *by transferring credits earned at accredited institutions (TRANSFER)*

_____ *by providing documentation of military service (DD 214)*

_____ *by providing transcripts or other documentation of completion of courses and programs not sponsored by a college*

_____ *by taking College Level Examination Program tests (CLEP)*

_____ *by taking tests offered by the college (TESTING OUT)*

_____ *by taking tests offered by Indiana University Correspondence School (TESTING OUT BY CORRESPONDENCE)*

_____ *by taking Foreign Language Placement Exams (PLACEMENT EXAMS)*

_____ *by submitting a prior learning portfolio for evaluation (PORTFOLIO)*

What subjects do I want to study in College?

_____ **Agriculture and natural resources** *(programs having to do with the production of food and management of natural fiber, plant, forest, and wildlife resources)*

_____ **Architecture and environmental design** *(programs having to do with training for a profession in desiging buildings, communities, parks, and other manmade aspects of the physiological environment)*

_____ **Area studies** *(programs designed to study cultures indigenous to specific geographic regions)*

_____ **Biological sciences** *(programs related to the science of life or living matter in all its forms and phenomena, especially the origin, growth, reproduction, and structure of life forms)*

_____ **Business and commerce technologies** *(programs associated with development of skills required for commercial, business, or secretarial occupations at the semiprofessional level)*

_____ **Business and management** *(programs related to the organization, operation, administration and control of private and public organizations)*

_____ **Communications** *(programs related to collection, preparation, and presentation of ideas and information intended for popular consumption through mass media)*

_____ **Computer and information sciences** *(programs related to design, development, and application of computer capabilities to data storage and manipulation and related computational procedures)*

_____ **Data processing technologies** *(Programs specifically associated with development of skills required for data processing or related occupations at the semiprofessional level)*

_____ **Education** *(Programs related to administration and control of educational organizations and institutions and subjects related to instruction and services both within and outside of such formal organizations)*

_____ **Engineering** *(programs having to do with the practical application of basic scientific knowledge to the design, production, and operation of systems intended to facilitate man's control and use of his natural environment)*

_____ **Fine and applied arts** *(Programs having to do with the creation and appreciation of the diverse modes of communicating ideas and emotions by means of stylized, visual and nonvisual representations and symbols)*

_____ **Foreign languages** *(programs related to mastery of a language other than English or related to the study of a foreign culture through exploration of the literature of that culture as expressed in the vernacular language)*

_____ **Health professions** *(programs having to do with the maintenance and restoration od physical and mental health)*

_____ **Health services and paramedical technologies** *(programs specifically associated with development of skills required for health service-related occupations at the semiprofessional level)*

_____ **Home economics** *(programs having to do with the theory and practice of family and home care including the science of foods, home decoration and management, and child care)*

_____ **Interdisciplinary studies** *(program involving more than one major discipline without primary concentration in any one area)*

_____ **Law** *(programs having to do with instruction in the legal customs, practices, and rules of society and states for the purpose of pursuing a career in jurisprudence)*

_____ **Letters** *(programs having to do with English language and literature and value systems related to ancient and modern cultures)*

_____ **Library science** *(programs having to do with instruction in the professional skills required to organize collections of books and related materials and the training necessary for providing services related to them)*

_____ **Mathematics** *(programs having to do with the science of numbers and space configurations and their operations, measurement, relationships, and abstractions)*

_____ **Mechanical and engineering technologies** *(programs specifically associated with development of skills required for mechanical- and engineering-related occupations at the semiprofessional level)*

_____ **Military sciences** *(programs having to do with techniques and skills unique to the pusuit of a professional caeer as a military officer)*

_____ **Natural science technologies** *(programs specifically associated with development of skills required for natural science-related occupations at the semiprofessional level)*

_____ **Physical sciences** *(programs having to do with the basic nature of matter, energy, and associated phenomena)*

_____ **Psychology** *(programs having to do with behavioral and mental processes)*

_____ **Public affairs and services** *(programs related to developing and improving competencies in the management and operation of governmental agencies)*

_____ **Public service-related technologies** *(programs specifically associated with development of skills required for public service-related occupations at the semiprofessional level)*

_____ **Social sciences** *(programs having to do with all aspects of the past and present activities, conduct, interactions, and organizations of humans)*

_____ **Theology** *(programs related to preparation and training for a religious vocation)*

This listing is taken from the reference book The College Handbook: An Index of Majors which is available at libraries. By checking this book you can find out what colleges and universities offer degrees in these areas of study.

How can I gain the knowledge that I need to accomplish my goals?

_____ *by taking courses at a college or university (COURSE WORK)*

_____ *by taking courses by correspondence (CORRESPONDENCE)*

_____ *by taking T.V. courses*

_____ *by arranging independent study projects with university instructors (INDEPENDENT STUDY)*

_____ *Professional Practice*

_____ *Internship*

What programs are available at

Indiana University at South Bend ?

ACADEMIC PROGRAMS

Indiana University at South Bend offers academic programs leading to the following degrees:

Master of Public Affairs with concentrations in: Criminal Justice; Management of Public Affairs; Public Policy and Administration; and Urban affairs
Master of Science in Business Administration
Master of Science in Education, Counseling and Guidance
Master of Science in Education, Elementary Education
Master of Science in Education, Secondary Education
Master of Science in Education, Secondary Education/Music
Master of Science in Education, Special Education
Bachelor of Arts, Biological Sciences
Bachelor of Arts, Chemistry
Bachelor of Arts, Communication Arts/Rhetoric and Public Address
Bachelor of Arts, Communications Arts/Theatre and Drama
Bachelor of Arts, Economics
Bachelor of Arts, English
Bachelor of Arts, English/Writing
Bachelor of Arts, Fine Arts
Bachelor of Arts, French
Bachelor of Arts, German
Bachelor of Arts, History
Bachelor of Arts, History/Religious Studies
Bachelor of Arts, Mathematics
Bachelor of Arts, Philosophy
Bachelor of Arts, Philosophy/Religious Studies
Bachelor of Arts, Physics
Bachelor of Arts, Political Science
Bachelor of Arts, Psychology
Bachelor of Arts, Sociology
Bachelor of Arts, Spanish
Bachelor of General Studies
Bachelor of General Studies/Labor Studies
Bachelor of Music with concentrations in: Composition; Orchestral Instrument; Organ; Piano; Piano Accompanying and Voice
Bachelor of Music Education with concentrations in: Choral-General; Instrumental and Teaching Area
Bachelor of Science in Biological Sciences
Bachelor of Science in Business with concentrations in: Accounting; Finance; Management and Administration; Marketing, Marketing/Advertising; Operations and Systems Management; Personnel and Industrial Relations and Quantitative Methods
Bachelor of Science in Chemistry
Bachelor of Science in Economics
Bachelor of Science in Education, Elementary Education
Bachelor of Science, Junior High/Middle School
Bachelor of Science in Medical Technology
Bachelor of Science in Music and an Outside Field
Bachelor of Science in Nursing
Bachelor of Science in Public Affairs with concentration in: Policy and Administration; Criminal Justice and Environmental Policy
Bachelor of Science in Education, Secondary Education with certification in: Biology; Chemistry; Earth-Space Science; English; French; General Science; German; Mathematics; Physics; Social Studies-Anthropology; and Spanish
Bachelor of Science in Education, Special Education
Certificate in International Studies (Baccalaureate Level)
Associate of Arts in Jazz and Commercial Music
Associate of General Studies
Associate of General Studies/Labor Studies
Associate of Science in Banking and Finance
Associate of Science in Criminal Justice
Associate of Science in Dental Hygiene
Associate of Science in Educational Technology/Early Childhood Education
Associate of Science in Public Affairs
Certificate in Dental Assisting
Certificates in Environmental Studies (Baccalaureate Level); Urban Studies (Baccalaureate Level); Public Management (Graduate Level); and Urban Affairs (Graduate Level)
Certificate in Humanities
Certificate in Labor Studies
Certificate in Management and Administration
Certificate in Office Management
Certificate in Sciences
Certificate in Social Sciences

The External Degree Program in General Studies

The External Degree Programs offer two degrees, an Associate of General Studies (A.G.S.) and a Bachelor of General Studies (B.G.S.). As the names imply, these degrees are general in nature and do not permit the student to specialize in a single subject area. The number of hours in a single subject area is limited to 21 for the B.G.S. degree, except for the concentration in Labor Studies, which is 30 hours, and except for 27 hours toward any major or concentration in the School of Business. The number of hours in a single subject area is limited to 15 for the A.G.S. degree.

Both the A.G.S. and the B.G.S. degrees are comprised of two parts: 1) course work that must be done in broad categories called "required areas of learning," and 2) course work called "elective credit," that may be done in any school, division, or program of the University. The three required areas of learning are arts and humanities, science and mathematics, and social and behavioral sciences. These requirements are designed to provide the student with a broad exposure to the humanities and the sciences. The electives permit the student to explore other areas of interest, to receive credit for previous experience, and to tailor the degree to his or her individual needs.

Three Major Areas of Learning

Each degree program requires completion of course work in three major areas of learning. These courses may be completed through a combination of independent study by correspondence, credit by examination through guided instruction, television courses, or on-campus classes. Within each major area of learning there is a wide variety of subject fields from which a student may choose to fulfill the requirements. The subject fields offered by Indiana University are grouped as follows:

Arts and Humanities

Afro-American Studies
Classical Studies
Comparative Literature
English
Fine Arts
Folklore
History
History and Philosophy of Science
Musicology and Music History
Philosophy
Religious Studies
Speech
Theatre and Drama
All language courses

Sciences and Mathematics

Anatomy and Physiology
Astronomy
Biology
Chemistry
Computer Science
Geology
Mathematics
Microbiology
Physics
Plant Sciences
Zoology

In addition, Psychology P101, P106, Anthropology B200, Geography G107, G304, G405, G407, G477 may be used to fulfill requirements in this area

Social and Behavioral Sciences

Anthropology
Economics
Geography
Linguistics
Political Science
Psychology
Sociology

The subject fields grouped under the three major areas of learning refer to the subject fields available at Indiana University Bloomington, for the academic organization of other campuses may be different. Other similar subject fields from other colleges and universities may be accepted toward fulfilling the major area requirements. The acceptability of other subject fields will be determined by the student's faculty advisers at the time that the student's plan of study is developed.

Electives

Students may select any of the courses offered by Indiana University to fulfill elective requirements. Students are encouraged to consult with their academic advisers and to concentrate their elective course work in subject fields related to their primary academic interest.

General Studies Degree Requirements

Associate of General Studies

The requirements for the Associate of General Studies (A.G.S.) degree program are as follows:

A minimum of 12 semesters hours in each of the three required areas of learning.

Social and Behavioral Sciences	12 hours
Arts and Humanities	12
Science and Mathematics	12
Total hours in the required areas of learning	36 hours

The 12 semester hours required in each area must be taken in at least two academic departments.

Electives	24 hours
TOTAL HOURS REQUIRED FOR THE A.G.S. DEGREE PROGRAM	60 hours

Other requirements and limitations:

1. A minimum of 12 semester hours of the required 60 hours must be taken within the Indiana University system.
2. A minimum of 10 semester hours of course work accepted for the A.G.S. degree must be taken *after the student has been admitted* to the School of Continuing Studies.
3. A maximum of 15 semester hours toward any major or any concentration in any department will be accepted for the A.G.S. degree.

Bachelor of General Studies

The requirements for the Bachelor of General Studies (B.G.S.) degree program are as follows:

A minimum of 12 semester hours in each of the three required areas of learning.

Social and Behavioral Sciences	12 hours
Arts and Humanities	12
Science and Mathematics	12
	36 hours
A minimum of 18 additional hours in *One* of the above areas.	18 hours
The semester hours required in each of the above areas (12 hours in two areas and 30 hours in the third area) must be taken in at least two academic departments.	
Electives	66 hours
Students, in consultation with their academic advisers, are encouraged to concentrate their elective courses in related academic departments.	
TOTAL HOURS REQUIRED FOR THE B.G.S. DEGREE PROGRAM	120 hours

Other requirements and limitations:

1. A minimum of 24 semester hours of the required 120 hours must be taken within the Indiana University system.
2. A minimum of 20 semester hours of course work accepted for the B.G.S. degree must be taken after the student has been admitted to the School of Continuing Studies.
3. A minimum of 30 semester hours of the required 120 hours must be taken at the upper-division level. Upper-division level course work is numbered in the 300s and 400s.
4. A maximum of 21 semester hours toward *major* or *concentration* (other than the concentration in Labor Studies and 27 hours toward a major or concentration in the School of Business) will be accepted for the B.G.S. degree.

PLAN OF STUDY FOR GENERAL STUDIES EXTERNAL DEGREES (AGS-BGS)

IUSB 1981

NAME _____ Soc. Sec. # _____

REQUIREMENTS

A. ARTS & HUMANITIES (12 cr.)

Dept.	Course	Credit	Grade

B. SCIENCE & MATHEMATICS (12 cr.)

Dept.	Course	Credit	Grade

C. SOCIAL & BEHAVIORAL (12 cr.)

Dept.	Course	Credit	Grade

ADDITIONAL 18 CREDITS IN A, B, OR C FOR BACHELOR'S DEGREE ONLY

Dept.	Course	Credit	Grade

CREDITS IN AREAS A, B, C, D MUST BE DISTRIBUTED OVER AT LEAST TWO SUBJECT FIELDS IN EACH AREA

ELECTIVES

24/AGS: 66/BGS

Dept.	Course	Credit	Grade

Administrative Offices and Services at Indiana University at South Bend

IUSB OFFICE TELEPHONE NUMBERS

Listed below are telephone numbers for IUSB offices. To dial, add the prefix 237 to the extension number. To call an office not listed, dial 237-4111 for assistance In Elkhart County call toll free 674-5905.

Admissions	4455
Allied Health Sciences	4182
Arts and Sciences	4324
Banking and Finance	4487
Biology	4369 or 4411
Bookstore	4312
Business and Economics	
Undergraduate	4450
Graduate	4138
Bursar's Office	4252
Career and	
Placement Services	4425
Chemistry	4233
Communication Arts	4396
Continuing Education	4261
C & G Graduate Program	4117
Day Care Center	4485
Dental Assisting	4152
Dental Hygiene	4154
Education	4105
Elkhart Program	4260
English	4304
Evening/Off Campus Program	4260
External Degree/	
General Studies	4260
Financial Aids	4357
Fine Arts	4278
Foreign Languages	4332
History	4267
Home Economics	4214
Information (Recorded Events)	4400
Labor Studies	4469
Library	4440
Library Science	4214
Mathematics	4335
Music	4101
Nursing	4282
Philosophy	4214
Physics	4233
Political Science	4214
Preface	
(Student Newspaper)	4325
Psychology	4393
Public and	
Environmental Affairs	4131
Registrar's Office	4451
ROTC	4182
Safety and Security	4239
Sociology	4334
Special Services	4123
Student Activities	4432
Student Association	4371
Student Services	4302
University Division	4271

IUSB OFFICE HOURS/LOCATION

ADMISSIONS: Administration Bldg., Room 164. Monday through Thursday, 8 a.m. to 7 p.m.; Friday, 8 a.m. to 5 p.m. Telephone 237-4455.

BOOKSTORE: Northside Complex, Lower level. Special hours: 8:00 a.m. to 8:00 p.m. Monday through Thursday, May 11-21 (Summer Session I); Tuesday June 30 and Monday through Thursday July 6-9 (Summer Session II). Regular hours 8:00 a.m. to 5:30 p.m., Monday through Thursday. All Fridays: 8:00 a.m. to 5:00 p.m.

BURSAR'S OFFICE: Administration Bldg., Room 244. Monday through Friday, 8 a.m. to 5 p.m. Information telephone 237-4320 and 237-4252.

CAREER & PLACEMENT SERVICES: Administration Bldg., Rooms 132-133 Monday through Friday, 8 a.m. to 5 p.m. Evening hours by appointment. Telephone 237-4425.

CASHIER'S OFFICE: Administration Bldg., Room 243, Monday through Friday, 8:30 a.m. to 5 p.m. By appointment 5 p.m. to 5:30 p.m. Telephone 237-4320.

FINANCIAL AIDS: Administration Bldg., Room 158, Monday through Friday, 8 a.m. to 5 p.m. Tuesday evening 5 p.m. to 7 p.m. by appointment. Telephone 237-4357.

INFORMATION: Northside Complex, Main Lobby, Monday through Friday, 8 a.m. to 8:30 p.m.; Saturday, 8 a.m. to 12 noon. Telephone 237-4111.

LIBRARY: Northside Complex, Monday, Tuesday, Wednesday and Thursday, 8 a.m. to 10 p.m.; Friday, 8 a.m. to 6 p.m.; Saturday 9 a.m. to 5 p.m.; and Sunday, 1 p.m. to 10 p.m., Telephone 237-4440.

REGISTRAR: Administration Bldg., Room 153, Monday through Friday, 8 a.m. to 5 p.m., Telephone 237-4451.

STUDENT ACTIVITIES: University Center, Room 100-C, Monday through Friday 8 a.m. to 5 p.m. Evening appointments upon request. Telephone 237-4432.

UNIVERSITY DIVISION: Administration Bldg., Room 148, Monday through Friday, 8 a.m. to 5 p.m., Wednesday evening by appointment. Telephone 237-4271.

VETERANS' AFFAIRS: Veterans attending IUSB please contact the Financial Aids office for assistance.

The "nuts and bolts" of college.

I. APPLICATION REQUIREMENTS

1. Application for admission/transfer form
2. Entrance Examinations (if required)
3. Determine desired status - (full/part-time; degree/nondegree)
4. High school transcript
5. College or Vocational transcript
6. Application fee

II. FINANCIAL AID

1. Application form
2. Income tax verification
3. Student Confidential Statement and/or Financial Aid Form
4. Student loan information/work study information
5. Scholarship information
6. Status
7. Deadlines

III. ACADEMIC ADVISING

1. Registration procedures
2. Deadlines for paperwork
3. Late fee
4. Determining transferability of credits from prior college work
5. Assessing prior learning
6. CLEP tests; Testing-Out procedures; Correspondence Courses
7. Costs

IV. STUDENT SERVICES

1. Academic Advising Services
2. Child Care Facilities (on and off campus-cost)
3. Personal Counseling Services
4. Transportation (public/private)
5. Women's Center
6. Career Information
7. Placement Services

Request for further information:

I am still not clear about _____

_____

_____

_____

_____

I need to know _____

_____

_____

_____

_____

Name _____

Address _____

_____

Telephone (home) _____ (work) _____

Please have a counselor call me: _____ Yes _____ No